



External Publication of Job Posting

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Job Posting Title

FINANCE OFFICER, ECOSOCC SECRETARIAT

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21.05.2019

End Date

24.06.2019

Reference Code

ECOSOCC / Fin.Off / 07

Job Title

FINANCE OFFICER, ECOSOCC SECRETARIAT

Organization

The African Union, established as a unique Pan African continental body, is charged with spearheading Africa's rapid integration and sustainable development by promoting unity, solidarity, cohesion and cooperation among the peoples of Africa and African States as well as developing a new partnership worldwide. Its Headquarters is located in Addis Ababa, capital city of Ethiopia.

In seeking to achieve these objectives, the African Union intends to strengthen its capacity to deliver by, among others, the implementation of new organization structure and the filling of regular vacant posts.

The Commission of the African Union invites applicants who are citizens of Member States for the regular post of Finance Officer (P2) in the Economic, Social and Cultural Council (ECOSOCC) Secretariat located in Lusaka, Zambia.

ECOSOCC is an advisory organ to the African Union (AU) established in 2004. ECOSOCC is composed entirely of civil society organizations (CSOs). ECOSOCC's mandate, amongst other things, include the following:

- Promote continuous dialogue between all segments of the African People on the issues concerning Africa and its future
- Forge strong partnerships between governments and all segments of the civil society, in particular women, the youth, children, the Diaspora, organized labour, the private sector and professional groups;
- Promote the participation of African civil society in the implementation of the policies and programmes of the Union.
- Support policies and programmes that will promote peace, security and stability in Africa, and foster development and integration of the continent;
- Promote and defend a culture of good governance, democratic principles and institutions, popular participation, human rights and freedoms as well as social justice;
- Promote, advocate and defend a culture of gender equality;

- Promote and strengthen the institutional, human and operational capacities of the African civil society;
- Contributing, through advisory opinion, to the effective translation of the AU's objectives, principles and policies into concrete programmes, as well as evaluating those programmes
- Contributing to the promotion and realization of the AU's vision and objectives
- Promoting and supporting the efforts of institutions engaged in reviewing the future of Africa and forging pan-African values in order to enhance an African social model and way of life.

The Citizens and Diaspora Directorate (CIDO) in the AU Commission act as the current Secretariat for ECOSOCC.

Department

2. Post

Job Title: Finance Officer
 Grade: P2
 Number of posts: 1 (One)
 Department: ECOSOCC Secretariat
 Supervisor: Administration and Finance Unit Head
 Duty Station: Lusaka, Zambia

Project

3. Job Summary

The Finance Officer will be responsible of leading and coordinating all finance related tasks under the ECOSOCC Secretariat. He/She reports to the Administration and Finance Unit Head.

Tasks

4. Main Duties and Responsibilities:

Under the direct supervision of the Administration and Finance Unit Head, he/she will be responsible for the following finance and accounting tasks:

- Manage a complete financial function of the Secretariat which would include a number of different and diverse operations and inter-related accounts of the financial system;
- Preparation of budgets of the Secretariat;
- Process and verify all bank payment and ensure that the accompanying supporting documents are complete and accurate;
- Process monthly payroll and related staff emoluments;
- Journalize monthly exchange difference and bank charges on the various payments effected through Foreign and Local bank accounts of the Mission;
- Prepare bank reconciliation;
- Adjust the local bank balance at the end of each month;
- Prepare financial statements for audit;
- Prepare Financial Reports for consideration of the AU policy organs as well as the certification of general expenditures;
- Ensure that accurate and complete accounting, reporting and internal control systems are functioning

and that all relevant records are maintained accurately;

- Provide advice on financial policies, their application and related procedures for the office in accordance with the AU financial rules and regulations
- Provide advice and corrective actions in response to audits and other queries to ensure adherence to the Organization's Financial Rules and Regulations and circulars;
- Keep and update financial records of the office;
- Perform any other financial duties as may be assigned by supervisors.

Requirements

5. Qualification and work experience required:

- A University Bachelor Degree in Accounting or Business Management
- Candidates must have 3-4 years of progressive work experience preferably in public organizations, international organizations such as the UN, AU, international NGOs etc using the IPSAS system
- Professional Qualification of ACCA, CIMA, CPA or other equivalent certification will be considered as an advantage

OR

- A Diploma level qualification in the above fields and 5 years relevant work experience in the types of organizations listed above; preference will be given for candidates who worked on IPSAS system.
- Professional Qualification of ACCA, CIMA, CPA or other equivalent certification will be considered as an advantage

6. Skills and Knowledge

Technical and behavioral competence:

- Excellent ability to prepare reports, analyze data and draft official communications
- Excellent planning and organization skills
- Able to work under pressure, value confidentiality
- Demonstrate professionalism, transparency and accountability
- Able to effectively work in a multi-cultural environment.
- Excellent interpersonal skills and ability to build effective working relationships both internally and externally; able to communicate the AU values of respect to diversity and team work;
- Strong adherence and compliance;
- Able to drive change, help others to adapt to same; able to generate ideas to develop best approaches;
- Able to work under pressure, particularly as a professional civil servant in a multi-cultural environment.

Computer skills:

- Excellent capacity to work on office computer applications (well versed in the use of the MS-Excel, MS-Word, Internet, MS-Power Point. Work experience in accounting packages is required. Knowledge of SAP finance module is essential.

Communication and knowledge sharing:

- Excellent verbal and written communication skills. The ideal candidate should be able to communicate with influence.
- Readiness to share information and knowledge at all times, drive for results and continuous improvement;
- Ability to collaborate and share communication confidently
- Able to develop others, transfer knowledge;
- Good facilitation and presentation skills
- Excellent reporting.
- Very good drafting skills

Job Knowledge:

Aware of the knowledge and information relevant to the role.

Innovation and creativity:

- Ability to implement an innovative working system and thinking; implements and encourages the use of 'thinking outside the box' approach;
- Inclined towards promoting and achieving excellence.

7. Languages Requirement

Proficiency in one of the African Union working languages (Arabic, English, French and Portuguese) is required. Knowledge of one or more of the other AU working languages would be an added advantage.

8. Tenure of Appointment

The appointment will be made on a regular term contract for a period of three (3) years, of which the first twelve months will be considered a probationary period. Thereafter the contract shall be renewable every two years subject to good performance and deliverables.

9. Gender Mainstreaming

The AU Commission is an equal opportunity employer and qualified women are strongly encouraged to apply.

10. Least Representative Countries

Candidates from the following least represented countries are encouraged to apply: Eritrea, Central African Republic, Cape Verde, Comoros, Congo (DRC), Djibouti, Equatorial Guinea, Liberia, Mauritania, Namibia, Sahrawi Arab Republic, Madagascar, Sao Tome and Principe, Seychelles and Somalia.

11. Remuneration

Indicative basic salary of US \$31,073.00 (P2 Step 1) per annum plus other related entitlements e.g. Post adjustment 44% of basic salary, Housing allowance \$ 16,819.80 per annum and education allowance (100% of tuition and other education related expenses for every eligible dependent up to a maximum of US\$ 10,000.00 per child per annum), for internationally recruited staff and a maximum of \$3,300 per child per annum for locally recruited staff.

How to apply

Applications must be made through the AUC E-recruitment Website

<http://www.aucareers.org> no later than 24 June 2019

1. Attach detailed and updated curriculum vitae/resume including three (3) referees with good knowledge. Of candidate's work, please, provide referees' contact details – telephone and e-mail addresses.
2. Copy of valid passport.
3. Certified copies of educational qualifications – degrees, diplomas and certificates, where applicable (Not More than 5 Documents in PDF Format, and not exceeding 1 MB).
4. Please be aware that only complete applications will be considered.
5. Please note that only shortlisted candidates will be contacted

Applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants

must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

Directorate of Administration and Human Resources Management
African Union Commission

Contract Type

Regular (Long Duration)

Employment Fraction

Full-time

Branch

ECOSOCC ,CIDO

City

Lusaka